

CAPITOL CONSERVATION SUPERVISOR

DESCRIPTION: Under limited supervision, develops and supervises a comprehensive custodial conservation program for historic preservation of the State Capitol; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Researches and plans the on-going development of a cyclical custodial conservation program for historic preservation of the State Capitol.

Researches and develops procedures and chemical solutions necessary to clean and conserve original architectural materials and finishes in the State Capitol.

Develops and implements an on-the-job training program for personnel involved in the day-to-day conservation program.

Plans, assigns, and supervises the work activities of assigned capitol conservation staff to attain work goals and to ensure consistent application of administrative policies, procedures, and standards.

Supervises, evaluates, and compares work performance of assigned capitol conservation staff with established standards to determine the quality and quantity of employees' work and to recommend personnel actions such as appointments, promotions, disciplinary actions, grievance dispositions, status changes, and separations and to identify employee training needs and to improve career advancement potential.

Plans, supervises, and performs chemical analysis for the selection and purchase of materials, products, and equipment needed for day-to-day operations of the program.

Develops and implements a system of documentation for materials and procedures used in the custodial conservation program.

Plans and supervises equipment set-up and take-down for special events held in and around the Capitol.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: guidelines and standards of commercial custodial and sanitation service operations; the principles and practices of historic building preservation.

Ability to: supervise and evaluate the work of subordinate staff; instruct staff in their job functions, work methods, safety requirements, use of chemicals/cleaners and equipment; schedule and assign work areas and work loads which best utilize subordinate staff; document employee attendance and work performance, work operations, and inventory control activities.

Skill in: coordinating work with building, agency, and shop schedules when required.

CAPITOL CONSERVATION SUPERVISOR (continued)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: supervisory and personnel practices; research methods; English composition; chemistry and its application to cleaning building materials.

Ability to: effectively plan, assign, direct, evaluate and supervise assigned staff; communicate effectively; maintain routine and cyclical conservation cleaning schedules; apply knowledge of chemistry to materials, process, and equipment used in custodial conservation of a wide variety of materials including marble, granite, limestone, mosaic tile, bronze, nickel, cast iron, steel, glass, gold leaf, and polychrome painted finishes, leathers, textiles, and a variety of wood and wood finishes.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills, and abilities. A general qualification guideline for positions in this class is post high school education/training in chemistry AND experience in commercial/institutional building maintenance with responsibility for supervising subordinate staff.